

Job Vacancy

Temporary Court Operations Specialist

Classification: CL-24
Starting Salary: \$32,411

A ONE YEAR AND ONE DAY TEMPORARY EMPLOYMENT OPPORTUNITY WITH THE POSSIBILITY OF BECOMING PERMANENT OPEN TO ALL QUALIFIED CANDIDATES.

POSITION SUMMARY

This position is located in the Court Operations Unit of the District Court Clerk's Office in Detroit, Michigan. The incumbent receives and checks incoming documents for conformity with federal and local rules; maintains the official records of the Court; opens, sorts and distributes mail; maintains and distributes supplies and provides duplicating services. Makes summary entries by computerized means of documents and proceedings, opens and closes cases, answers inquiries on case status.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

- Receives and reviews incoming documents to determine conformity with appropriate rules, practices and/or court requirements; files documents meeting requirements.
- Assures assignment of case numbers to new civil, criminal and miscellaneous actions and randomly assigns judicial officers to these actions.
- Prepares and scans documents.
- Routes documents to proper judicial and administrative offices/persons, enters data from documents into computer.
- Maintains inventory of supplies, stocks shelves and distributes supplies, opens, sorts and distributes mail.
- Answers telephone inquiries and, where appropriate, furnishes information to people within and outside of the Court.
- Collects, sorts and classifies legal documents; places documents in the proper docketing inbox and assures any copies are forwarded to judicial chambers.
- Prepares and packs case folders for shipment to the Federal Records Center.
- Duplicates documents upon request and prepares notices to litigants, collects appropriate fees.
- Performs special projects, such as compiles statistical data and prepares tables or spreadsheets, develops new forms, and plans and completes complex copy projects.
- Provides service and assistance to potential jurors including checking in juror, monitoring and recording juror attendance.
- Other duties as assigned.

QUALIFICATIONS

Required: High school diploma or equivalent with two to three years of progressively responsible clerical or administrative experience which involved applying regular and recurring procedures and using specialized terminology that demonstrates the ability to apply a body of rules, regulations, directives or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, corporate headquarters or personnel/payroll operations, as well as others.

Preferred: Knowledge of WordPerfect, Windows 2000 and Lotus Notes. A college degree in a related field is desirable. Experience in a legal or court environment or other related field.

Procedures For Applying

To be assured consideration, individuals should apply for this position by submitting cover letter and resume to the address at the left, Attention: Human Resources Department, Room 848, by the close of business on Friday, January 13, 2006. Only those applicants selected for interview will be contacted.

An Equal Opportunity Employer

All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable. Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer

*Announcement
Number: 05-14*

*Date Posted: December
23, 2005*

*Closing Date: January
13, 2006*



U.S. District Court
Eastern District of Michigan

Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226